

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.1.1.4  
Related Policy: 8.1.1  
Title: Official Class Roster Annotation Procedures  
Responsibility: Vice President for Academic Affairs

Original Approval Date: 08-01-1994  
Last Cabinet Review: 10-11-2017  
Last Revision: 10-11-2017

---

President

It is the faculty's responsibility to maintain accurate class rosters. As such, faculty should follow the following procedures:

1. Obtain official class roster from WaveNet, if a faculty does not have access to his/her courses he/she should contact the Department Chair.
2. Verify each student attending class is on the official roster.
3. If a student is not on the roll roster, refer the student to the Registrar. The student should not be allowed to attend class until registration for the course is completed.
4. At the end of the add/drop period, and each purge, faculty should verify their class roster again.
5. Students who withdraw during the term after the add/drop period will appear on your class roster with a grade of W or WF (W or U Developmental Studies courses). Faculty must enter a last date of attendance as per HGTC procedure 8.6.3.1.